



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

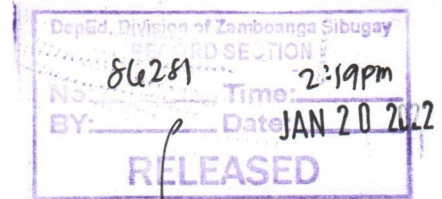
January 17, 2022

DIVISION MEMORANDUM

NO. 014, S. 2022

**REITERATION OF INSTRUCTIONS ON THE SUBMISSION OF SCHOOL
IMPROVEMENT PLAN (SIP) FOR CY 2022-2024 AND ANNUAL
IMPLEMENTATION PLAN (AIP) FOR CY 2022**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Public Schools District Supervisors/Districts-in-Charge
Public Elementary/Secondary School Heads
All Others Concerned



1. To ensure proper guidance of all concerned in the submission of School Improvement Plan (SIP) and Annual Implementation Plan (AIP), this Office issues this Memorandum in support to the agreement during the First DIMANCOM 2022.
2. Only one hard copy of the whole package of SIP but contains two copies of AIP shall be submitted to the Division Office in the First week of February 2022 through the Planning and Research section. The additional hard copy of AIP shall be in a separate folder.
3. Planning and Research section shall be responsible in forwarding the hard copy of the AIP to accounting section for review of the financial plan.
4. The reviewed AIP shall then be returned to Planning and Research section, and when in order shall be forwarded to the concerned signatories for acceptance, otherwise, shall be returned to school for revision.
5. The accepted SIP/AIP shall be returned to school and the school shall submit soft of SIP/AIP of the accepted to the link that will be provided by the Planning and Research section.
6. The additional hard copy of the accepted AIP for CY 2022 shall be given to the Accounting section by the Planning and Research section as basis for downloading. Cull out is no longer required.
7. For immediate dissemination and compliance.


DR. JEANELYN A. ALEMAN, CESO VI
OIC-Schools Division Superintendent

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